

JusticeCorps Full-Time Member Position Description

SALARY RANGE: \$20,000/year plus benefits (see below – Compensation)

The Superior Court of California, County of San Diego is accepting applications for two full-time JusticeCorps Members. One member will work at the Superior Court, North County Division, located in Vista, CA; one will work at the Superior Court, Central Division, located in downtown San Diego. Under the supervision of the site supervisor, the full-time JusticeCorps Members will provide direct service to self-represented litigants, as well as perform other duties as described below.

RESPONSIBILITIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Assist self-represented litigants in court-based programs by providing legal information and by providing one-on-one assistance to self-represented litigants preparing documents for civil, small claims, and family cases
- Serve as a role model and mentor and provide on the spot assistance to the minimum time JusticeCorps members
- Coordinate member's service schedules, schedule requests and attendance
- Assist in planning and organizing trainings or special events and in training the JusticeCorps members in specific case types at scheduled group sessions or at the service sites
- Familiarize other members with site practices and procedures
- Maintain contact with the JusticeCorps Coordinator and/or relevant site supervisors and assist as needed on a weekly basis through regularly scheduled meetings
- Assist with recruitment of students to the JusticeCorps program

KNOWLEDGE AND ABILITIES

- Ability to assume a leadership position and motivate peers
- Manage time in a heavy work schedule
- Second language with proficiency in Spanish, is desirable
- Make sound and objective decisions
- Computer skills including word processing, database management and email
- Excellent oral and written communication skills
- Good organizational and multi-tasking skills
- Professionalism, follow-through and dependability
- Ability to attend scheduled weekend trainings, service days, reflection sessions and ability to work during university quarter/semester break

EDUCATION

Bachelor's degree from an accredited college or university.

Completion of a term of service with JusticeCorps or other AmeriCorps programs is desirable.

COMPENSATION

Need to fulfill 1,700 hours of service over a 9-12 month period in order to receive \$20,000 in compensation plus health benefits. An additional \$5,350 AmeriCorps Education Award will be given for completion of the specified hours, which can be used to pay back qualified student loans or for future education at a degree granting institution.

Visit <http://www.americorps.gov> for general information about AmeriCorps programs and use of Education Awards

GENERAL INFORMATION

- These are limited-term, grant funded project positions.
- This is a condensed and intensive term which will likely not permit more than three paid time off days (sick/personal/vacation leave) and is not appropriate for applicants who cannot work throughout an entire year.
- Employment is contingent upon the provision of appropriate identifying documents to certify eligibility to work in the United States
- The finalists must be fingerprinted for criminal record check purposes and continued employment is contingent upon information received in the report